

1 BILL NO. S-86-05-16

2 SPECIAL ORDINANCE NO. S-

3 AN ORDINANCE approving City Utilities
4 Purchase Order #53272, by the City of
5 Fort Wayne, Indiana, by and through its
6 Department of Purchasing and the Double
Envelope Corporation for the Office
Services Department.


7 NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF
8 FORT WAYNE, INDIANA:

9 SECTION 1. That City Utilities Purchase Order #53272,
10 between the City of Fort Wayne, by and through its City Utilities,
11 and the Department of Purchasing and the Double Envelope Corpora-
12 tion, for the Office Services Department, respectfully for:

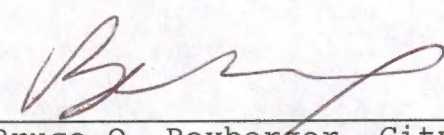
13 the purchase of carrier and return
14 envelopes for the Office Services
Department, per the specifications
15 in reference #778;

16 involving a total cost of Seventeen Thousand Four Hundred and
17 No/100 Dollars (\$17,400.00), all as more particularly set forth
18 in said Purchase Order and Reference #778, which are on file in
19 the Office of the Department of Purchasing, and are by reference
20 incorporated herein, made a part hereof, and are hereby in all
21 things ratified, confirmed and approved.

22 SECTION 2. That this Ordinance shall be in full force
23 and effect from and after its passage and any and all necessary
24 approval by the Mayor.

25 
26 Councilmember

27 APPROVED AS TO FORM
28 AND LEGALITY

29 
30 Bruce O. Boxberger, City Attorney
31
32

Read the first time in full and on motion by Burns, seconded by Stew, and duly adopted, read the second time by title and referred to the Committee City of Titles (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne Indiana, on _____, the _____ day of _____, 19____, at _____ o'clock _____ .M., E.

DATE:

5-13-86

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Burns, seconded by Stew, and duly adopted, placed on its passage. PASSED (LOST) by the following vote:

| | <u>AYES</u> | <u>NAYS</u> | <u>ABSTAINED</u> | <u>ABSENT</u> | <u>TO-WIT:</u> |
|--------------------|-------------|-------------|------------------|---------------|----------------|
| <u>TOTAL VOTES</u> | <u>9</u> | _____ | _____ | _____ | _____ |
| <u>BRADBURY</u> | <u>✓</u> | _____ | _____ | _____ | _____ |
| <u>BURNS</u> | <u>✓</u> | _____ | _____ | _____ | _____ |
| <u>EISBART</u> | <u>✓</u> | _____ | _____ | _____ | _____ |
| <u>GiaQUINTA</u> | <u>✓</u> | _____ | _____ | _____ | _____ |
| <u>HENRY</u> | <u>✓</u> | _____ | _____ | _____ | _____ |
| <u>REDD</u> | <u>✓</u> | _____ | _____ | _____ | _____ |
| <u>SCHMIDT</u> | <u>✓</u> | _____ | _____ | _____ | _____ |
| <u>STIER</u> | <u>✓</u> | _____ | _____ | _____ | _____ |
| <u>TALARICO</u> | <u>✓</u> | _____ | _____ | _____ | _____ |

DATE:

5-27-86

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as ~~(ANNEXATION)~~ (APPROPRIATION) ~~(GENERAL)~~ (SPECIAL) (ZONING MAP) ORDINANCE (RESOLUTION) NO. 5-87-86 on the 27th day of May, 1986,

ATTEST:

(SEAL)

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Samuel J. Talarico
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 28th day of May, 1986, at the hour of 11:30 o'clock PM .M., E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 29 day of May, 1986, at the hour of 3:30 o'clock PM .M., E.S.T.

Win Moses, Jr.
WIN MOSES, JR., MAYOR

Bid reference #778
Opened: April 15, 1986 at 10:00 A.M.
Envelopes
Office Services

| Company name | Mail Env/1000 | Return Env/1000 | Total |
|---------------------|--------------------------|--------------------------|-------------|
| Mills American | \$10.99/M \$10,990.00 | \$7.99/M \$7,990.00 | \$18,890.00 |
| Service Envelope | \$11.75/M \$11,750.00 | \$8.35/M \$8,350.00 | \$20,100.00 |
| Westvaco U.S. | \$9.92 \$9,920.00 | \$7.28 \$7,280.00 | \$17,200.00 |
| Double Envelope | \$10.05 \$10,050.00 | \$7.35 \$7,350.00 | \$17,400.00 |
| Automated Systems | Disqualified | Paper work not completed | |
| Standard Stationary | No-Bid | | |
| L & B Enterprises | No-Bid | | |

2.
(Front Page)

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASING
ONE MAIN STREET - ROOM 940
FORT WAYNE, INDIANA 46802

BID REFERENCE # 778

DATE March 24, 1986

DUE DATE April 15, 1986 at 10:00 A.M.

Department receiving bid items Office Services
Room 330, City County Bldg
Fort Wayne, IN 46802

Bid Bond Required NO YES X AMOUNT 5%

Performance Bond Required NO YES X AMOUNT 100%

Affirmative Action ON FILE X ATTACHED

Prompt payment discounts will be allowed as follows: %
if paid within Not 30 days.

The City of Fort Wayne is exempt from Federal excise and Indiana State Sale Tax. The City's Indiana Sales Tax Exemption Certificate number is 356-001-255 0013, prices should not include these taxes.

The execution hereof by the bidder is acceptance of all terms and conditions herein and in that regard the bidder agrees to be bound by same and be bound to the amount of his/her bid for a period of sixty (60) days.

Double Envelope Corporation
Name of Company
by Robert L. Mott Agent
(signature)
Address P.O. Box 6
City Fairdale, Kentucky 40118

BID, OFFER OR PROPOSAL

on

MATERIAL OR MATERIALS, EQUIPMENT, GOODS OR SUPPLIES

City of Fort Wayne Indiana April 10 19 86

To
State name official position and municipality

Pursuant to notices given, the undersigned proposes to furnish the material or materials, equipment, goods or supplies as per said notices and specifications now on file in the office of.....

.....
state name official position and municipality

and as per copy thereof, hereto attached, or as described herein for the following amounts:

(State the class or item number or an exact description of the material or materials, equipment, goods or supplies to be furnished and amount of bid on each article.)

| Class or Item | Quantity | Unit | Quality — Description | Unit Price | Amount |
|----------------------|----------|------|---|------------|-------------------|
| A | 1,000 | M | Carrier Window Envelope - Cost includes freight | 10.05 | \$10,050.00 |
| B | 1,000 | M | Return Envelope - Cost includes freight | 7.35 | \$ 7,350.00 |
| Total for Item A & B | | | | | <hr/> \$17,400.00 |

SCHEDULE

The contractor agrees to furnish at his/her/its own cost all labor, insurance, materials, equipment, and power for the completed delivery of the supplies.

All supplies and deliveries of supplies will be in accordance with: the IFB, this contract and any applicable plans, specifications, and drawings for a TOTAL PRICE of \$ 17,400.00.

(If unit prices are applicable, the contractor agrees to perform for those unit prices as set forth in the Schedule of Unit Prices attached hereto.) The supplies shall be delivered as follows:

F.O.B. destination - delivered to loading dock - no inside delivery

/ / 2. Liquidated Damages Provision. (This clause shall be applicable to this contract only if the box contains a checkmark or "X".)

It is hereby agreed by and between the City of Fort Wayne and contractor that time is of the essence of this agreement, and the contractor agrees that it will deliver the supplies as herein called for on or before the times spelled out in the contract. The parties agree that it is a business and governmental necessity that the supplies be delivered by these dates. The parties agree that in the event the supplies are not delivered by these dates, that it will be difficult or impossible to make an accurate determination of the damages that will be incurred by the City of Fort Wayne, and therefore provide for liquidated damages in the sum of \$ _____ per day as a reasonable estimate as to the damages which would be incurred by the City of Fort Wayne. The parties further agree that causes beyond the control of the contractor may delay delivery of supplies. Therefore, the parties agree that delays in the dates for delivery of supplies beyond the control of the contractor shall not result in liquidated damages.

Delays beyond the control of the contractor can include but are not restricted to: Acts of God or of the public enemy, acts of the United States Government, State of Indiana Government and City of Fort Wayne in either its sovereign or contractual capacity, fires, floods, epidemics, guarantee restrictions, strikes, freight embargoes, and unusually severe weather; but, in every case, the failure to perform must be beyond control and without the fault or negligence of the contractor. If the

BID QUANTITIES AND DESCRIPTION

- A. Carrier Window Envelope, Sub. 24 white wove, standard #7 3/4 size

ENVELOPE WIDTH: 7 1/2 INCHES

ENVELOPE HEIGHT: 3 7/8 INCHES

ENVELOPE FLAP HEIGHT: MAXIMUM 2 5/8 INCHES

MINIMUM 2 1/8 INCHES

ENVELOPE FLAP CONTOUR: At a point 2 inches from envelope center line, the envelope flap cannot exceed a height greater than three-fifths (3/5) of the overall envelope height less three quarters of an inch (3/4").

ENVELOPE THROAT: Minimum throat depth (Measured 1 9/16 inches from envelope center line) is 3/8 inch.

WINDOW SPECIFICATIONS: poly clear window placed 1" left and a minimum of 1" right of envelope edge and 5/8" up from bottom of envelope with flap depth of 1 1/4" - 3 1/4". (Bar code read area must be 4 1/2" from right edge and 5/8" from bottom edge). Postal regulations attached. Seams should be fully glued to prevent the back from peeling off as the envelope is being opened by the inserter.

ENVELOPE STYLE: Diamond shaped Flaps - All Seams fully glued.

Envelope should have return address printed as:

CITY UTILITIES

P. O. Box 2269

Fort Wayne, IN 46801-2269

Quantity = 1,000,000

\$ 10.05/M - Total \$10,050.00

- B. Return envelope, Sub 24 white wove, standard #6 3/4 (3 5/8" X 6 1/2") printed black on face of envelope completely within OCR read area. Printed as follows:

CITY UTILITIES

P. O. Box 2269

Fort Wayne, IN 46801-2269

with code and fin mark.

Quantity = 1,000,000

\$ 7.35/M - Total \$7,350.00

The above quantities will be shipped to the City in quarterly amounts. However, the total quantity listed above shall be ordered by the City, and delivered within one (1) year from the date of the order. First delivery must be made by June 1, 1986.

CERTIFICATION OF BIDDER/VENDOR

The undersigned, on behalf of Double Envelope Corp.
_____, does hereby make the following representations
to the City of Fort Wayne, Indiana.

WHEREAS, it is acknowledged that the Common Council
of the City of Fort Wayne, Indiana, has passed an ordinance con-
demning the apartheid policies of the country of South Africa;

WHEREAS, Council's ordinance requires that all persons,
firms or corporations submitting bids to the City, for goods and
services, certify, as part of the bid, that such entity does not
support the policies of apartheid in South Africa.

The undersigned states, on behalf of Double Envelope Corp.
Corp., that Double Envelope Corp.
does not support or endorse the policy of apartheid in South Africa.

IN WITNESS WHEREOF, this Certification has been signed
this 10th day of April, 1986.

Double Envelope Corporation
(Name of Bidder/Vendor)

Rakel L. Metz V.P. & G.M.
(Name and Title of Person Signing)

2.
(Front Page)

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASING
ONE MAIN STREET - ROOM 940
FORT WAYNE, INDIANA 46802

BID REFERENCE # 778

DATE March 24, 1986

DUE DATE April 15, 1986 at 10:00 A.M.

Department receiving bid items Office Services
Room 330, City County Bldg
Fort Wayne, IN 46802

Bid Bond Required NO YES X AMOUNT 5%

Performance Bond Required NO YES X AMOUNT 100%

Affirmative Action ON FILE ATTACHED

Prompt payment discounts will be allowed as follows: 1 %
if paid within 10 days.

The City of Fort Wayne is exempt from Federal excise and Indiana State Sale Tax. The City's Indiana Sales Tax Exemption Certificate number is 356-001-255 0013, prices should not include these taxes.

The execution hereof by the bidder is acceptance of all terms and conditions herein and in that regard the bidder agrees to be bound by same and be bound to the amount of his/her bid for a period of sixty (60) days.

WESTVACO U.S. ENVELOPE DIVISION

Name of Company

by S. P. Regent Agent
(signature)

Address P.O. BOX 1166

City INDIANAPOLIS, IN. 46206

SCHEDULE

The contractor agrees to furnish at his/her/its own cost all labor, insurance, materials, equipment, and power for the completed delivery of the supplies.

All supplies and deliveries of supplies will be in accordance with: the IFB, this contract and any applicable plans, specifications, and drawings for a TOTAL PRICE of \$ 17,200.00. (If unit prices are applicable, the contractor agrees to perform for those unit prices as set forth in the Schedule of Unit Prices attached hereto.) The supplies shall be delivered as follows:

AS REQUIRED OR REQUESTED

// 2. Liquidated Damages Provision. (This clause shall be applicable to this contract only if the box contains a checkmark or "X".)

It is hereby agreed by and between the City of Fort Wayne and contractor that time is of the essence of this agreement, and the contractor agrees that it will deliver the supplies as herein called for on or before the times spelled out in the contract. The parties agree that it is a business and governmental necessity that the supplies be delivered by these dates. The parties agree that in the event the supplies are not delivered by these dates, that it will be difficult or impossible to make an accurate determination of the damages that will be incurred by the City of Fort Wayne, and therefore provide for liquidated damages in the sum of \$ _____ per day as a reasonable estimate as to the damages which would be incurred by the City of Fort Wayne. The parties further agree that causes beyond the control of the contractor may delay delivery of supplies. Therefore, the parties agree that delays in the dates for delivery of supplies beyond the control of the contractor shall not result in liquidated damages.

Delays beyond the control of the contractor can include but are not restricted to: Acts of God or of the public enemy, acts of the United States Government, State of Indiana Government and City of Fort Wayne in either its sovereign or contractual capacity, fires, floods, epidemics, guarantee restrictions, strikes, freight embargoes, and unusually severe weather; but, in every case, the failure to perform must be beyond control and without the fault or negligence of the contractor. If the

BID QUANTITIES AND DESCRIPTION

- A. Carrier Window Envelope, Sub. 24 white wove, standard #7 3/4 size

ENVELOPE WIDTH: 7 1/2 INCHES

ENVELOPE HEIGHT: 3 7/8 INCHES

ENVELOPE FLAP HEIGHT: MAXIMUM 2 5/8 INCHES
MINIMUM 2 1/8 INCHES

ENVELOPE FLAP CONTOUR: At a point 2 inches from envelope center line, the envelope flap cannot exceed a height greater than three-fifths (3/5) of the overall envelope height less three quarters of an inch (3/4").

ENVELOPE THROAT: Minimum throat depth (Measured 1 9/16 inches from envelope center line) is 3/8 inch.

WINDOW SPECIFICATIONS: poly clear window placed 1" left and a minimum of 1" right of envelope edge and 5/8" up from bottom of envelope with flap depth of 1 1/4" - 3 1/4". (Bar code read area must be 4 1/2" from right edge and 5/8" from bottom edge). Postal regulations attached. Seams should be fully glued to prevent the back from peeling off as the envelope is being opened by the inserter.

ENVELOPE STYLE: Diamond shaped Flaps - All Seams fully glued.

Envelope should have return address printed as:

CITY UTILITIES
P. O. Box 2269
Fort Wayne, IN 46801-2269.

Quantity = 1,000,000

\$ 9920.00

- B. Return envelope, Sub 24 white wove, standard #6 3/4 (3 5/8" X 6 1/2") printed black on face of envelope completely within OCR read area. Printed as follows:

CITY UTILITIES
P. O. Box 2269
Fort Wayne, IN 46801-2269

with code and fin mark.

Quantity = 1,000,000

\$ 7280.00

The above quantities will be shipped to the City in quarterly amounts. However, the total quantity listed above shall be ordered by the City, and delivered within one (1) year from the date of the order. First delivery must be made by June 1, 1986.

BID, OFFER OR PROPOSAL

on

MATERIAL OR MATERIALS, EQUIPMENT, GOODS OR SUPPLIES

.....Indiana....., 19.....

To
State name official position and municipality

Pursuant to notices given, the undersigned proposes to furnish the material or materials, equipment, goods or supplies as per said notices and specifications now on file in the office of

.....
state name official position and municipality
and as per copy thereof, hereto attached, or as described herein for the following amounts:

(State the class or item number or an exact description of the material or materials, equipment, goods or supplies to be furnished and amount of bid on each article.)

| Class or Item | Quantity | Unit | Quality — Description | Unit Price | Amount |
|---------------|----------|------|---|------------|-----------|
| | 1000 | M | #7 3/4 (3 7/8 X 7 1/2) , 2 5/32 seal flap Poly Klear Outlook 1 1/8 X 4 1/2 7/8 Left 5/8 Bottom Packed 1/2m per Box, 2 1/2m per Carton Paper: 24 White Wove Printed Black Ink Letterpress Face Only | 9.92 | \$9920.00 |
| | 1000 | M | #6 3/4 (3 5/8 X 6 1/2) , 1 31/32 seal flap Packed 1/2m per Box, 5m per Carton Paper: 24 White Wove Printed Black Ink Face Only Letterpress | 7.28 | \$7280.00 |

THE FOLLOWING IS THE UNDERSIGNED'S COMMITMENT OF THE MBE/WBE GOALS OF THE CITY FOR WORK DONE PURSUANT TO THIS CONTRACT:

- (a) _____ The undersigned firm certifies that it is an (MBE/WBE) Contractor (cross out inapplicable provision).

For MBE specify percentage of minority ownership _____%.

For WBE specify percentage of women ownership _____%.

- (b) _____ The undersigned certifies that they are a joint venture in which the following (MBE/WBE) firm _____ (cross out inapplicable provision) is a joint venture partner.

The MBE/WBE (cross out inapplicable provision) firm shall have _____% participation (employees) _____% participation (costs) in this project.

Specify the percentage of minority/women ownership in the MBE/WBE firm _____%. (cross out inapplicable provision)

- (c) The undersigned commits _____% of the total bid price as a subcontract to minority business enterprise participation. The MBE firms which are proposed as subcontractors are the following:

| | <u>Name of Firm</u> | <u>Address</u> | <u>Type of Work</u> |
|----|---------------------|----------------|---------------------|
| 1. | N.A. | | |
| 2. | | | |
| 3. | | | |

- (d) The undersigned commits _____% of the total bid price as a subcontract to women business enterprise participation. The WBE firms which are proposed as subcontractors are the following:

| | <u>Name of Firm</u> | <u>Address</u> | <u>Type of Work</u> |
|----|---------------------|----------------|---------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

CERTIFICATION OF BIDDER/VENDOR

The undersigned, on behalf of WESTVACO U.S. ENVELOPE DIVISION
_____, does hereby make the following representations
to the City of Fort Wayne, Indiana.

WHEREAS, it is acknowledged that the Common Council
of the City of Fort Wayne, Indiana, has passed an ordinance con-
demning the apartheid policies of the country of South Africa;

WHEREAS, Council's ordinance requires that all persons,
firms or corporations submitting bids to the City, for goods and
services, certify, as part of the bid, that such entity does not
support the policies of apartheid in South Africa.

The undersigned states, on behalf of WESTVACO U.S. ENVELOPE
DIVISION, that WESTVACO U.S. ENVELOPE DIVISION
does not support or endorse the policy of apartheid in South Africa.

IN WITNESS WHEREOF, this Certification has been signed
this 10 day of APRIL, 1986.

WESTVACO U.S. ENVELOPE DIVISION
(Name of Bidder/Vendor)

L. P. Reganhardt Plant Manager
(Name and Title of Person Signing)

2.
(Front Page)

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASING
ONE MAIN STREET - ROOM 940
FORT WAYNE, INDIANA 46802

BID REFERENCE # 778

DATE March 24, 1986

DUE DATE April 15, 1986 at 10:00 A.M.

Department receiving bid items Office Services
Room 330, City County Bldg
Fort Wayne, IN 46802

Bid Bond Required NO YES X AMOUNT 5%

Performance Bond Required NO YES X AMOUNT 100%

Affirmative Action ON FILE ATTACHED

Prompt payment discounts will be allowed as follows: NET %
if paid within 20 days.

The City of Fort Wayne is exempt from Federal excise and Indiana State Sale Tax. The City's Indiana Sales Tax Exemption Certificate number is 356-001-255 0013, prices should not include these taxes.

The execution hereof by the bidder is acceptance of all terms and conditions herein and in that regard the bidder agrees to be bound by same and be bound to the amount of his/her bid for a period of sixty (60) days.

SERVICE ENVELOPE MFG. CO., INC.

Name of Company

by RAY SABO, VP/MILLER THOSS

(signature)

Ray Sabo
Agent

Address 1301 HARPER AVE

City DETROIT, MICHIGAN 48211

(e) Complete (1) and (2) below if participation goals of 15% MBE and 12% WBE have not been met:

1. My Company cannot meet the participation goals for the following reasons: NO MBE/WBE SUBCONTRACTORS ARE AVAILABLE TO PERFORM 15 ON OR 12% OF THE PROCESS OF ENVELOPE MANUFACTURING
2. We have taken the following steps in an attempt to comply with these participation goals:

Contractor

Contractor

By _____

By _____

Its _____

Its _____

☒ 12. Performance Bond. The successful bidder, at the time of signing the contract will be required, at his own expense, to furnish a bond guaranteeing faithful execution of the contract, in full amount of the contract price, executed by the bidder and a surety company admitted to do business in Indiana, on the bond form provided or approved by the City. The Performance Bond shall contain the following clause: "The said Surety, for value received, hereby stipulates and agrees, that no change, extension of the time, alteration or addition to the terms of the contract or to the work to be performed thereunder, or the specifications accompanying the same, shall in any way affect its obligation on this bond, and it does hereby waive notice of any change, extension of time, alteration or addition to the terms of the contract, or to the work or specification.

☒ 13. Councilmanic Approval and Ratification of Contract. This agreement, although executed on behalf of the City by the Mayor and the Purchasing Agent shall not be binding upon the City unless and until the contract has been ratified and approved by the Common Council of the City of Fort Wayne, Indiana. If the Common Council fails to approve the contract within ninety days after the date of bid opening, then the contractor shall not be bound to the contract unless he/she/it elects to be so bound.

BID QUANTITIES AND DESCRIPTION

- A. Carrier Window Envelope, Sub. 24 white wove, standard #7 3/4 size

ENVELOPE WIDTH: 7 1/2 INCHES

ENVELOPE HEIGHT: 3 7/8 INCHES

ENVELOPE FLAP HEIGHT: MAXIMUM 2 5/8 INCHES

MINIMUM 2 1/8 INCHES

ENVELOPE FLAP CONTOUR: At a point 2 inches from envelope center line, the envelope flap cannot exceed a height greater than three-fifths (3/5) of the overall envelope height less three quarters of an inch (3/4").

ENVELOPE THROAT: Minimum throat depth (Measured 1 9/16 inches from envelope center line) is 3/8 inch.

WINDOW SPECIFICATIONS: poly clear window placed 1" left and a minimum of 1" right of envelope edge and 5/8" up from bottom of envelope with flap depth of 1 1/4" - 3 1/4". (Bar code read area must be 4 1/2" from right edge and 5/8" from bottom edge). Postal regulations attached. Seams should be fully glued to prevent the back from peeling off as the envelope is being opened by the inserter.

ENVELOPE STYLE: Diamond shaped Flaps - All Seams fully glued.

Envelope should have return address printed as:

CITY UTILITIES

P. O. Box 2269

Fort Wayne, IN 46801-2269

Quantity = 1,000,000

\$ 11.75M

- B. Return envelope, Sub 24 white wove, standard #6 3/4 (3 5/8" X 6 1/2") printed black on face of envelope completely within OCR read area. Printed as follows:

CITY UTILITIES

P. O. Box 2269

Fort Wayne, IN 46801-2269

with code and fin mark.

Quantity = 1,000,000

\$ 8.35M

The above quantities will be shipped to the City in quarterly amounts. However, the total quantity listed above shall be ordered by the City, and delivered within one (1) year from the date of the order. First delivery must be made by June 1, 1986.

CERTIFICATION OF BIDDER/VENDOR

The undersigned, on behalf of SERVICE ENVELOPE MFG. CO., INC.
_____, does hereby make the following representations
to the City of Fort Wayne, Indiana.

WHEREAS, it is acknowledged that the Common Council
of the City of Fort Wayne, Indiana, has passed an ordinance con-
demning the apartheid policies of the country of South Africa;

WHEREAS, Council's ordinance requires that all persons,
firms or corporations submitting bids to the City, for goods and
services, certify, as part of the bid, that such entity does not
support the policies of apartheid in South Africa.

The undersigned states, on behalf of SERVICE ENVELOPE MFG. CO., INC
_____, that RAY SABO
_____ does not support or endorse the policy of apartheid in South Africa.

IN WITNESS WHEREOF, this Certification has been signed
this 7 day of April, 1986.

SERVICE ENVELOPE MFG. CO., INC.
(Name of Bidder/Vendor)

RAY SABO, VICE PRESIDENT
(Name and Title of Person Signing)

CARMEN MARTINEZ
Notary Public, Wayne County, Mich.
My Commission Expires Aug. 10, 1986

BID, OFFER OR PROPOSAL

on

MATERIAL OR MATERIALS, EQUIPMENT, GOODS OR SUPPLIES

SERVICE ENVELOPE MFG. CO., INC. ~~Indiana~~ DETROIT, MICHIGAN 19.4-4-86

To CITY OF FORT WAYNE

State name official position and municipality

Pursuant to notices given, the undersigned proposes to furnish the material or materials, equipment, goods or supplies as per said notices and specifications now on file in the office of.....

SUPPLIES & PURCHASE

CITY OF FORT WAYNE

state name

official position

and municipality

and as per copy thereof, hereto attached, or as described herein for the following amounts:

(State the class or item number or an exact description of the material or materials, equipment, goods or supplies to be furnished and amount of bid on each article.)

| Class or Item | Quantity | Unit | Quality — Description | Unit Price | Amount |
|---------------|----------|------|---------------------------------|------------|-------------|
| A | 1000 | M | #7 3/4 WINDOW CARRIER ENVELOPES | \$11.75 | \$11,750.00 |
| B | 1000 | M | #6 3/4 RETURN ENVELOPES | \$8.35 | \$8,350.00 |
| TOTAL | | | | | \$20,100.00 |

2.
(Front Page)

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASING
ONE MAIN STREET - ROOM 940
FORT WAYNE, INDIANA 46802

BID REFERENCE # 778

DATE March 24, 1986

DUE DATE April 15, 1986 at 10:00 A.M.

Department receiving bid items Office Services
Room 330, City County Bldg
Fort Wayne, IN 46802

Bid Bond Required NO YES X AMOUNT 5%

Performance Bond Required NO YES X AMOUNT 100%

Affirmative Action ON FILE ATTACHED

Prompt payment discounts will be allowed as follows: %
if paid within days.

The City of Fort Wayne is exempt from Federal excise and Indiana State Sale Tax. The City's Indiana Sales Tax Exemption Certificate number is 356-001-255 0013, prices should not include these taxes.

The execution hereof by the bidder is acceptance of all terms and conditions herein and in that regard the bidder agrees to be bound by same and be bound to the amount of his/her bid for a period of sixty (60) days.

L & B Enterprises Inc.

Name of Company

by

(signature)

Agent

Address

511 E 38th St.

city

Marion, Ind. 46953-4357

No.
Bid

2.

(Front Page)

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASING
ONE MAIN STREET - ROOM 940
FORT WAYNE, INDIANA 46802

BID REFERENCE # 778

DATE March 24, 1986

"No Bid"

DUE DATE April 15, 1986 at 10:00 A.M.

Department receiving bid items Office Services

Room 330, City County Bldg

Fort Wayne, IN 46802

Bid Bond Required NO YES X AMOUNT 5%

Performance Bond Required NO YES X AMOUNT 100%

Affirmative Action. ON FILE _____ ATTACHED

Prompt payment discounts will be allowed as follows: _____ %
if paid within _____ days.

The City of Fort Wayne is exempt from Federal excise and Indiana State Sale Tax. The City's Indiana Sales Tax Exemption Certificate number is 356-001-255 0013, prices should not include these taxes.

The execution hereof by the bidder is acceptance of all terms and conditions herein and in that regard the bidder agrees to be bound by same and be bound to the amount of his/her bid for a period of sixty (60) days.

STANDARD STATIONERY SUPPLY COMPANY

Name of Company 7847 N. CALDWELL AVE.
NILES, ILLINOIS 60648

by _____ Agent _____

(signature)

Address *Wm W. W. W.*

City _____

2.
(Front Page)

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASING
ONE MAIN STREET - ROOM 940
FORT WAYNE, INDIANA 46802

BID REFERENCE # 778

DATE March 24, 1986

DUE DATE April 15, 1986 at 10:00 A.M.

Department receiving bid items Office Services
Room 330, City County Bldg
Fort Wayne, IN 46802

Bid Bond Required NO YES X AMOUNT 5%

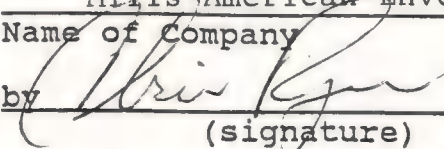
Performance Bond Required NO YES X AMOUNT 100%

Affirmative Action ON FILE ATTACHED

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The execution hereof by the bidder is acceptance of all terms and conditions herein and in that regard the bidder agrees to be bound by same and be bound to the amount of his/her bid for a period of sixty (60) days.

Mills-American Envelope Company
Name of Company
by  Agent
(signature)
Address 4400 West Ohio Street
City Chicago, IL 60624

CERTIFICATION OF BIDDER/VENDOR

The undersigned, on behalf of Mills-American Envelope Company, does hereby make the following representations to the City of Fort Wayne, Indiana.

WHEREAS, it is acknowledged that the Common Council of the City of Fort Wayne, Indiana, has passed an ordinance condemning the apartheid policies of the country of South Africa;

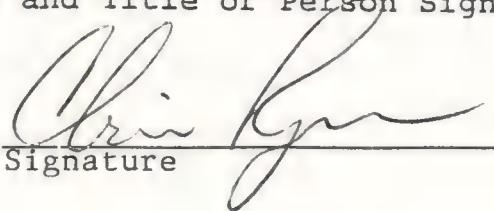
WHEREAS, Council's ordinance requires that all persons, firms or corporations submitting bids to the City, for goods and services, certify, as part of the bid, that such entity does not support the policies of apartheid in South Africa.

The undersigned states, on behalf of Mills-American Envelope Company, that Mills-American Envelope Company does not support or endorse the policy of apartheid in South Africa.

IN WITNESS WHEREOF, this Certification has been signed this 10th day of April, 19 86.

Mills-American Envelope Company
(Name of Bidder/Vendor)

Chris Ryan, Vice President Sales
(Name and Title of Person Signing)


Signature

BID QUANTITIES AND DESCRIPTION

- A. Carrier Window Envelope, Sub. 24 white wove, standard #7 3/4 size

ENVELOPE WIDTH: 7 1/2 INCHES

ENVELOPE HEIGHT: 3 7/8 INCHES

ENVELOPE FLAP HEIGHT: MAXIMUM 2 5/8 INCHES

MINIMUM 2 1/8 INCHES

ENVELOPE FLAP CONTOUR: At a point 2 inches from envelope center line, the envelope flap cannot exceed a height greater than three-fifths (3/5) of the overall envelope height less three quarters of an inch (3/4").

ENVELOPE THROAT: Minimum throat depth (Measured 1 9/16 inches from envelope center line) is 3/8 inch.

WINDOW SPECIFICATIONS: poly clear window placed 1" left and a minimum of 1" right of envelope edge and 5/8" up from bottom of envelope with flap depth of 1 1/4" - 3 1/4". (Bar code read area must be 4 1/2" from right edge and 5/8" from bottom edge). Postal regulations attached. Seams should be fully glued to prevent the back from peeling off as the envelope is being opened by the inserter.

ENVELOPE STYLE: Diamond shaped Flaps - All Seams fully glued.

Envelope should have return address printed as:

CITY UTILITIES
P. O. Box 2269
Fort Wayne, IN 46801-2269

Quantity = 1,000,000

\$ 10.99

- B. Return envelope, Sub 24 white wove, standard #6 3/4 (3 5/8" X 6 1/2") printed black on face of envelope completely within OCR read area. Printed as follows:

CITY UTILITIES
P. O. Box 2269
Fort Wayne, IN 46801-2269

with code and fin mark.

Quantity = 1,000,000

\$ 7.99

The above quantities will be shipped to the City in quarterly amounts. However, the total quantity listed above shall be ordered by the City, and delivered within one (1) year from the date of the order. First delivery must be made by June 1, 1986.

он

City of Fort Wayne Indiana April 10, 1986

| Class or Item | Quantity | Unit | Quality — Description | Unit Price | Amount |
|---|----------|------|---------------------------------|------------|-------------|
| Envelope | 1,000 | M | #7-3/4 Carrier Window - 24# W/W | 10.99 | \$10,990.00 |
| Envelope | 1,000 | M | #6-3/4 Return - 24# W/W | 7.99 | 7,990.00 |
| IF MORE SPACE IS NEEDED—ATTACH SEPARATE SHEET | | | | | |

IF MORE SPACE IS NEEDED—ATTACH SEPARATE SHEET

DIGEST SHEET

TITLE OF ORDINANCE: SPECIAL

DEPARTMENT REQUESTING ORDINANCE: PURCHASING

SYNOPSIS OF ORDINANCE:

J-86-05-16

An ordinance approving City Utilities purchase order #53272, with respect to the purchase of carrier and return envelopes for the Office Services department. Per the specifications in reference #778.

EFFECT OF PASSAGE:

Office Services Department is responsible for the mailing of monthly water service bills to customers.

EFFECT OF NON-PASSAGE:

Without envelopes, department would be unable to send service statements. City revenue would be drastically reduced.

MONEY INVOLVED (Direct costs, Expenditures, Savings):

| | | |
|-----------------------------|--------|-------------|
| Double Envelope Corporation | #53272 | \$17,400.00 |
|-----------------------------|--------|-------------|

ASSIGNED TO COMMITTEE (President):

BILL NO. S-86-05-16

REPORT OF THE COMMITTEE ON CITY UTILITIES

WE, YOUR COMMITTEE ON CITY UTILITIES TO WHOM WAS

REFERRED AN (ORDINANCE) (~~XXXXXXXXXX~~ (RESOLUTION)) approving City Utilities

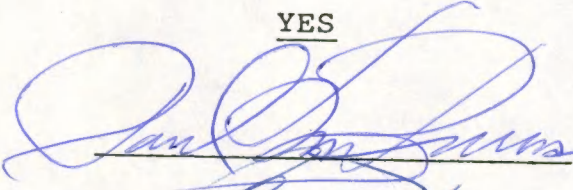
Purchase Order #53272, by the City of Fort Wayne, Indiana, by and
through its Department of Purchasing and the Double Envelope
Corporation for the Office Services Department

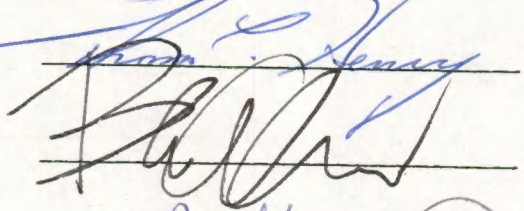
HAVE HAD SAID (ORDINANCE) (~~XXXXXXXXXX~~ (RESOLUTION)) UNDER CONSIDERATION AND BEG
LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID (ORDINANCE)

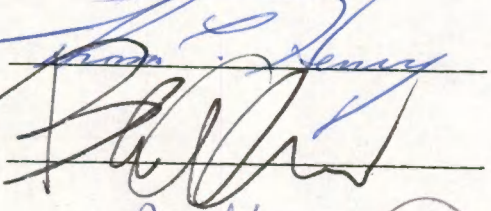
~~(RESOLUTION)~~

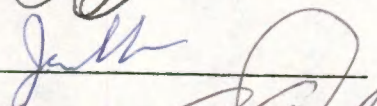
YES

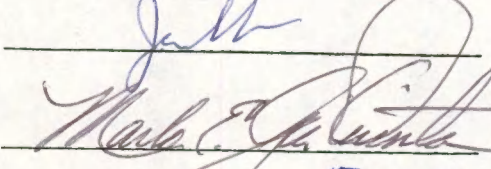
NO


PAUL M. BURNS
CHAIRMAN


THOMAS C. HENRY
VICE CHAIRMAN


BEN A. EISBART


JAMES S. STIER


MARK E. GiaQUINTA

CONCURRED IN 5-27-86

SANDRA E. KENNEDY
CITY CLERK